

EXHIBIT 3

SHERBURNE COUNTY SHERIFF'S OFFICE
SHERBURNE COUNTY JAIL POLICY AND PROCEDURE MANUAL

NUMBER 25.02
 011917

TITLE: Suicidal Inmates/Detainees

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Policy: Special precautions will be taken by the Sherburne County jail staff to ensure the health and well-being of an inmate/detainee who is displaying suicidal tendencies.

Purpose: To ensure the Sherburne County Jail will demonstrate appropriate precautions to prevent inmates/detainees from taking their own lives.

Reference: ACA Standards 4-ALDF-2A-52, 4C-32, 4C-33

Definition: Continuing or Continuous Observation – For the purpose of this policy, observation through a combination of monitoring with in-person checks and closed circuit television while being housed/held in a booking holding cell/room.

Procedures:

- .01 A suicide prevention program is approved by the health authority and reviewed by the facility or program administrator. It includes specific procedures for handling intake, screening, identifying and supervising of a suicide-prone inmate/detainee and is signed and reviewed annually. (4-ALDF-4C-32)
 - A. The plan includes staff and inmate/detainee critical incident debriefing that covers the management of suicidal incidents, suicide watch and death of an inmate/detainee or staff member.
 - B. The plan ensures a review of critical incidents by administration, security and health services.
 - C. All staff with responsibility for inmate/detainee supervision are trained on an annual basis in the implementation of the program. Training includes but is not limited to:
 - 1. Identifying the warning signs and symptoms of impending suicidal behavior;
 - 2. Understanding the demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitation factors;
 - 3. Responding to suicidal and depressed inmates/detainees;
 - 4. Communicating between correctional and health care personnel;
 - 5. Using referral procedures;
 - 6. Housing observation and suicide-watch level procedures; and
 - 7. Follow-up monitoring of inmates/detainees who make a suicide attempt.

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- .02 If anyone (i.e., jail staff, other inmates/detainees, ministers, teachers, volunteers, etc.) reports a suicidal tendency in an inmate/detainee, or an inmate/detainee makes suicidal comments or displays suicidal behavior that inmate will be treated as a high suicide risk. Upon this discovery, the on-duty Jail Sergeant shall be notified.
- A. The inmate/detainee shall be placed on a 15 minute special watch by the Sergeant and remain under continuing or continuous observation by staff. (4-ALDF-2A-52)
 - B. The on-duty Sergeant shall notify medical staff of the initiation of the fifteen (15) minute special watch.
 - 1. If there is no medical staff in the facility (overnights), The Sergeant shall brief the medical staff on the situation and relay any medical/mental health information or concerns. At this time, the medical staff will inform the Sergeant of any further action needed.
 - C. Medical staff or a Jail Supervisor shall talk to and assess the suicidal inmate/detainee.
 - 1. If there is any indication of the inmate/detainee threatening/attempting to hurt themselves, the fifteen (15) minute special watch shall continue with the inmate being placed on full suicide restrictions.
- .03 If at any point it is determined by the Jail Supervisor or a medical/mental health professional that the standard jail issued clothing presents a safety/security or a medical risk, the inmate/detainee is supplied with a security garment (Kevlar gown) that promotes safety and prevents humiliation and degradation. (4-ALDF-4C-33)
- A. Prior to being placed in a Kevlar gown, the inmate/detainee shall be strip searched, when practicable.
 - B. Kevlar gowns and blankets are kept in booking.
 - 1. For cleaning instructions, see the tag on the Kevlar gown and blanket.
 - C. The cell shall be searched prior to placing the inmate/detainee in that cell.
 - D. The inmate/detainee shall be housed in the appropriate observation cell.
 - E. Diet order shall be placed with the kitchen for the appropriate type of alternative meal service.
 - F. Follow clinic recommendations regarding special precautions unless the safety and security of the facility dictate otherwise.

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- G. The on-duty Jail Sergeant will notify ICE of any detainee requiring special housing for suicide risk.
 - H. Jail staff shall make a visual check of the inmate/detainee every fifteen (15) minutes and document the inmates/detainees behavior in jail activity log for the duration of the watch.
 - I. The Jail Sergeant shall make an entry in the jail activity log at the start of each shift documenting the status of the watch.
- .04 Prior to the end of their shift, each officer that was involved in placing the inmate/detainee in the Kevlar gown shall complete an incident or continuation report using report type "Inmate Placed in Gown".
- .05 Inmates/detainees will remain on full suicide watch until the medical provider or the mental health specialist deems otherwise.
- .06 Discontinuation of a fifteen (15) minute watch must be documented.